



## **2016 HUD CoC Program Process for Project Review, Ranking, Selection and Reallocation**

On June 29, 2016, the U.S. Department of Housing and Urban Development released the Notice of Funding Availability (NOFA) for the Fiscal Year 2016 Continuum of Care Program Competition. This year's CoC Program Competition requires more intensive strategic resource allocation than has been necessary in past competitions. Specifically, this year HUD requires that 7% of the CoC's Annual Renewal Demand (ARD) be ranked in Tier 2 (compared to 2-5% in past competitions). Additionally, HUD is offering CoCs the opportunity to apply for expansion funding for certain project types that would require reallocation from renewal projects and/or increases to the amount of funding ranked in Tier 2.

<b>Mendocino County Annual Renewals Demand (ARD):</b>	<b>\$1,712,020</b>
<b>Tier 1: 93% of ARD</b>	<b>\$1,592,179</b>
<b>Tier 2: 7% of ARD</b>	<b>\$205,442</b>

The Mendocino County Continuum of Care (CoC) is eligible to apply for funding to support housing and services for homeless households. That funding breaks down as follows:

### **Renewal Project Funding:**

This funding supports the CoC's existing housing and services. The CoC can continue to support those programs, or could chose to redirect those resources to new projects.	<b>\$1,712,020</b>
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### **Expansion Funding:**

This funding can go toward new permanent supportive housing projects that serve only chronically homeless households, new rapid re-housing programs that serve individuals or families with children.	<b>\$205,442*</b>
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\*In the 2016 competition, the CoC has the option to reallocate funds from CoC renewal projects (whose budgets would be reduced or eliminated) to fund new projects. New funding opportunities created through reallocation will only be available for new permanent supportive housing projects created through reallocation where all beds will be dedicated for use by the chronically homeless as defined in 24 CFR 578.3; and/or new rapid re-housing created for individuals or households with children who are experiencing homelessness and originally came from the streets or emergency shelter; and/or new HMIS projects; and/or new Supportive Services Only projects for Centralized or Coordinated Assessment Systems.

### **Applicant Resources:**

FY 2016 CoC Program Competition Funding Availability information and resources can be located at:  
<https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>

## I. Rating and Ranking Overview

The maximum number of points both new and renewal permanent housing projects is 50 points. For all renewal transitional housing projects the maximum number of points available is 50. For all non-housing projects including HMIS and SSO for Coordinated Entry, the maximum number of points awarded is 50.

A preliminary, quantitative review of each application submitted will be completed by the CoC. This review will:

- Confirm that application was submitted on time
- Confirm that all required attachments were submitted
- Calculate performance scores
- Assign an HMIS data quality score
- Confirm matching and/or leveraging fund requirements are met

Total scores for each project are determined by adding up points in each section and then adding any bonus points if applicable. All projects are judged together, both new and renewals. The scores from each Rating and Ranking committee member is computed and averaged for each project. HMIS applications will receive full credit for each section that is not applicable to its project type. A project ranking list is then generated from highest to lowest average score. Projects will be approved for submission to HUD based on the project funding requests that fall within the final pro rata share for the CoC, split between Tiers 1 and 2, according to Section II of the 2016 HUD NOFA. Projects scoring highest will be ranked and placed into Tier 1 until all Tier 1 funds are allocated. The remaining projects selected for funding will be ranked and placed into Tier 2 until all Tier 2 funds are allocated. Projects that scored well but fell outside the pro rata share may be encouraged to re-submit in a future competition.

Renewal projects that were recommended for funding but did not meet two or more performance measurements may be placed on probation for a one year term due to performance concerns. The CoC will work with these projects over the next year to develop a plan to improve program performance and monitor the progress with these efforts. If these efforts are not successful, projects may not be able to submit the following year.

There also may be new projects that fail to score well enough that are held out of the competition. These projects may request that the CoC provide them with technical assistance to assist them in improving their application for future competitions. This process ensures that organizations that may lack the current capacity to receive a federal grant, can build their capacity for a future year.

## II. Project Scoring

**New Project Scoring:** Applicants will be scored on project design, how the project addresses local priority need areas; how the project aligns with Mendocino County CoC's local strategies to end homelessness; budget appropriateness and accuracy; project match; leveraging; CoC participation; community collaboration; housing to services funding request ratio, organizational capacity and implementation timeline. Other factors in the rating of New Projects will include community involvement, and information learned through the discussion period during the rating/ranking session. New Projects will be ranked in conjunction with Renewal Projects to ensure that the best applications are forwarded to the federal competition.

**Renewal Project Scoring:** Applicants will be scored on project design; description of how the project continues to address community needs; budget appropriateness and accuracy; project match; CoC participation; community collaboration; performance measurements, and timely spending of HUD funds. **10% of a renewal project's score will be based on HMIS data quality and 64% of scoring which is based on performance measurements. Please contact the HMIS Coordinator if you have questions about your data quality.**

Performance and HMIS are heavily weighted measures used by HUD in determining the overall CoC Application scores of local Continuums. Data taken from each project's Annual Performance Report (APR) submitted to HUD is used to calculate the overall CoC systems performance in moving to permanent housing, housing stability, and accessing mainstream resources and employment resources. Additionally, performance data collected helps the CoC to better define local homelessness issues and help to achieve the goal of ending homelessness. Participation in HMIS and quality data entry is mandatory for those agencies seeking new and renewal CoC funds.

APR performance measurements provide an objective evaluation of current program performance. They can be easily calculated measures and data entry is a limited burden on program providers. It provides the quantitative basis for scoring the performance of renewal projects in the CoC's local application process and is used by the CoC to assess the system wide progress of the region in meeting established benchmarks.

#### **A. Leverage and Match**

Recipients and sub-recipients are required to provide 25% cash or in-kind match in accordance with the CoC Regulations. In addition, HUD scores the CoC on program leverage to see what other resources are supporting the programs it funds. In order to receive maximum points in the competition, applicants must have 175% leverage documented for their program.

- **Renewal Applicants:** For the 2016 NOFA Competition, HUD is requiring that renewal applicants provide a list of leveraged resources and collect match and leverage documentation as part of their application.
- **New Applicants:** New applicants are required to submit match and leverage documentation as part of their application.

Please see the Appendix for resources that provide examples of documentation and potential sources of match and leverage.

#### **B. Performance Measurements**

Performance is the most heavily weighted criteria used by HUD when scoring Homeless Assistance Program applications. The burden of performance falls on both the CoC and the individual projects funded by the CoC. It is therefore crucial that all projects make every attempt possible to meet or exceed their program outcomes. The CoC will assist projects that are having difficulty in meeting objectives in any way they can.

#### **C. Rating and Ranking Members**

The CoC recruits Application Review Committee members who are knowledgeable about homelessness and housing in the area and who are broadly representative of the relevant Mendocino County Homeless Services Continuum of Care (MCHS CoC) sectors, subpopulations, and geographic areas. The Application Review Committee will be composed of representatives from a cross-section of groups within the MCHS CoC, as described in the MCHS CoC Governance Charter. Complete guidelines regarding the policies and selection process of Application Review Committee Members can be found in the MCHS CoC Governance Charter, located on the CoC's website at <http://www.co.mendocino.ca.us/hhsa/adult/coc.htm>

#### **D. Appeals Process**

If an applicant organization feels it has been unfairly eliminated from either the local or the federal competition, that a decision made by the Application Review Committee regarding the ranking, rejection, or funding of their project was prejudicial, unsubstantiated by project performance, or in violation of the 2016 Continuum of Care Guidelines, the applying lead agency and sponsor if any may file an appeal by contacting the collaborative applicant for further instructions.

### **III. Assurances**

By submitting the application, the project applicant assures the following:

- Applicant will complete the Project Application with the same information as contained in this application unless there were adjustments made during the rating/ranking process. Those adjustments will be included in your project ranking letter and will supersede the original application submitted. The PDF of the application is available on the Mendocino County CoC website.
- Applicant agrees to participate fully in ClientTrack, the local Homeless Management Information System (HMIS).
- Applicant agrees to fully participate in the Coordinated Entry and Assessment Strategy for Mendocino County Homeless Services CoC.
- Applicant understands that HUD funded homeless assistance projects are monitored by the CoC and may include an annual site monitoring visit, as well as the submission of the program's most recent Annual Performance Report sent to HUD and their most recent audited financial statement and any management letters if applicable when submitting their application.
- Applicant understands that if funding is awarded they are responsible to inform the CoC when:
  - Changes to an existing project or change in sub-population served that is significantly different than what the funds were originally approved for, including any budget amendments submitted to HUD
  - Increase/decrease of other funding to the project that could affect projected numbers of participants served, program staffing, performance, etc.
  - Delays in the start-up of a new project
  - Program is having difficulty in meeting projected numbers served or performance outcomes.
- Project Applicant agrees to execute the following document and submit as a part of their application to the Application and Review Committee:
  - A signed contract between the sub-recipient and the recipient for CoC funds

#### IV. Timeline

This list highlights the steps your agency will take to participate in the local NOFA competition. Please take special note of these dates.

**August 11, 2016**

**12:00 p.m. :**

**Submit Complete Application for Rating & Ranking**

Submit 1 electronic copy: Prepare a PDF version of the Project Application and email to [canadays@co.mendocino.ca.us](mailto:canadays@co.mendocino.ca.us)

Additional documentation which may be required:

- o Project leverage letters
- o Project related MOU's (if applicable)
- o HUD monitoring letter and/or related correspondence with HUD (if applicable)
- o Executed Hold Harmless Agreement

**Submit these materials in printed form to the following address:**

**Mendocino County HHSA**

**Adult and Aging Services**

**Attn: Sandi Canaday, Continuum of Care**

**P.O. Box 839, Ukiah, CA 95482**

**BOTH THE ELECTRONIC AND HARD COPIES NEED TO BE DELIVERED BY 4:59:59 P.M. PST ON September 14, 2016. LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**August 12-15, 2016:**

**Rating & Ranking**

The Application Review Committee will meet no later than August 15, 2016. At that time all project applications will be reviewed

**August 17, 2016:**

**Notification of Funding Recommendations**

On August 17, 2016, you will be notified of the results of the Rating and Ranking process. At this time, you should begin finalizing your application for submission to HUD.

**September 3 , 2016:**

**Final Application Deadline**

Between August 16 and September 3, applicants should finalize their applications, incorporating recommendations from the Application Review Committee. Project applications must be uploaded by midnight on September 3. **Between August 12 and September 3, please be sure that someone familiar with your project is available to answer last minute application questions or make corrections.**

**September 14, 2016:**

**Entire Consolidated Application Submitted to HUD (by CoC) by 4:59:59 p.m. P.S.T.**

Any project applicant that submits a project that was rejected by the CoC in the local competition will be notified in writing by the CoC, outside of *e-snaps*, with an explanation for the decision to reject the project(s). Project applicants whose project was rejected may appeal the local CoC competition decision to HUD if the project applicant believes it was denied the opportunity to participate in the local CoC planning process in a reasonable manner by submitting a Solo Application in *e-snaps* directly to HUD prior to the application deadline of **7:59:59 p.m. eastern time on September 14, 2016**. The CoC's notification of rejection of the project in the local competition must be attached to the Solo Application.

## **V. Reallocation Process:**

Each renewal project will be assessed by CoC staff to determine if reallocation should be considered, and to determine a reallocation amount for consideration by the Governing Board. CoC staff will assess each renewal project using the following questions:

1. Has the project had significant recaptures in the past two completed grant cycles? If so, what amounts have been recaptured?
2. Would the project have the capacity to continue operations (at the same or a reduced level) with a decreased CoC award?
3. Do CoC survey results related to funding priorities and CoC service needs indicate that this project type should be considered for reallocation?
4. What are the projects contributions toward CoC progress in meeting HUD's Policy Priorities (taken from Renewal Application)?

Completed Reallocation Assessments will be provided to the Application Review Committee to inform decision making process related to reallocation.

**Appendix B: Documentation of Leveraged Resource or Cash Match**

[This must be on the letterhead of the entity providing the leverage or cash resource]  
In the chart below is information regarding the leveraged resource or cash match being provided by this agency. Name of organization providing the leveraged resource or cash match.

Type of contribution*	
Value of the contribution	
Name of project	
Name of sponsor	
Date the contribution will be available**	[ _____ ], 2017 OR [ _____ ], 2018
Name of person authorized to commit these resources.	
Title of person authorized to commit these resources.	
Date	

## Appendix C: Examples of Leverage

### **Advocacy**

Assistance to immigration  
Benefits advocacy  
Housing advocacy  
Legal assistance, advocacy, representation, and referrals  
Peer advocacy  
Tenant rights workshops

### **Children**

After-school children's program  
Child development consultation  
Child care services  
Children's books, loaned television, videos, art supplies as available, training, tickets for special events  
Children's art program  
Children's circus program  
Children's holiday party and shopping spree  
K-12 homeless education  
Parenting classes  
Summer camp  
Therapeutic day care  
Weekly children's art program

### **Counseling**

Bereavement counseling and pastoral services  
Counseling services  
Crisis intervention  
Landlord/tenancy counseling  
Pre-treatment counseling, support groups, counseling, and housing assistance  
Recovery groups  
Support groups  
Therapy

### **Education, Employment and Training**

After school and associated summer school activities  
Aftercare services  
Basic computer skills classes and individual tutoring for residents and graduates  
Benefits and Work Incentive Workshops  
Computer literacy training  
Employment and training services  
Education/courses  
Education counseling

### **ESL**

Job development and employment services  
Job research  
Job placement  
Job retention  
Leadership training  
Life skills training  
Literacy  
Nutrition education/cooking classes  
School supplies for children  
Sewing classes  
Training tuition  
Training videos and games  
Transitional housing  
Tutoring  
Uniform vouchers  
Vocational services

### **Financial Services**

Asset/resource management services  
Money management  
Representative payee services

### **Health**

Acupuncture services  
Adult day health care  
AIDS-related services  
Dental screening services  
Dual diagnosis services  
Emergency room services  
Gynecological services  
Health care resources and education  
Healthcare services  
Medical services  
Medical, psychiatric and pharmacy services  
Medication support  
Mental health services  
Peer support  
Pregnancy testing  
Preventative health care services  
Psychiatric disability evaluations  
Psychotherapy  
Residential and outpatient treatment services  
Respite care  
Substance abuse services  
Triage



**Housing**

Construction loans cash match  
Emergency motel vouchers  
Emergency shelter  
Financial move in grants, housing search support and monthly housing clinics  
Housing  
Housing placement  
Housing search assistance  
Leasehold value of building  
Maintenance and repair projects/beautification project  
Move-in assistance  
Property management  
Rental assistance and financial assistance for move-in costs  
Rental subsidies

**Human Resources**

AmeriCorps VISTA Volunteers  
Advertising  
Applicant interview  
Consultation staff  
Mental health advocacy staff  
New employee orientation  
Pre-employment process  
Volunteer hours

**In-Kind**

Cash/grants  
Clothing  
Equipment  
Food  
Furnishings  
Household items  
Welfare benefits

**Operations**

Administrative support  
Clerical services  
Consulting and practical support  
Facility space  
Indirect expenses  
Mail service  
Office/workshop space  
Programming  
Voice mail

**Supportive Services**

Artistic services to residents  
Assessment services  
CalWORKs eligibility support  
Case management

Community development  
Family Support Services  
Grooming  
Independent living services  
Mentoring services  
Outreach  
Recreational trips and activities  
Referrals  
Restraining order assistance, court accompaniment and consultation  
Shelter services  
Story telling  
Support services supervision  
Team leader  
Technical assistance  
Translation services  
Veteran's services assistance  
YMCA membership & joining fees

**Transportation**

Subsidized/free bus passes  
Transportation  
Vehicle